

**Enterprise Information Technology Financial Workgroup
Minutes
June 1, 2017
1:00 PM
Cogswell, Room 151**

Members Present:

Erica Johnston, DPHHS – Chair
Ron Baldwin, State CIO/SITSD
Tami Gunlock, SITSD
Larry Krause, DOC
Lisa Mader, JUD

Dan Stanger, DOJ
Brandi Pierson, SOS
Tricia Greiberis, DNRC
Natalie Smitham, DLI – Alternate
Jennifer Simmons, LEG – Alternate

Staff Present: Wendy Jackson, Sarah Mitchell

Guests Present: Linda Kirkland, Stuart Fuller, Matt Van Syckle, Jerri LaChere, Samantha Cooley

Real-time Communication: Kellee English, Nathaniel Thomas

Welcome

Erica Johnston welcomed the council to the June 1, 2017 Enterprise Information Technology Workgroup (EITFW) meeting. All members and guests were introduced.

Minutes

Jerry LaChere observed a repeated word typo in the December 8, 2016 minutes. Erica Johnston stated that the date on the March 22 minutes should be revised from 2016 to 2017.

Action Item: CIO Support Staff will apply the required edits to the December 8, 2016 minutes and the March 22, 2017 minutes.

Motion: Tricia Greiberis made a motion to approve the December 8, 2016 and March 22, 2017 amended minutes. Larry Krause seconded the motion. Motion carried.

Business

Rate Review

Tami Gunlock stated State Information Technology Serviced Division (SITSD) rates have been finalized with the 2% reduction to increase vacancy savings to an overall 6% vacancy savings. Samantha Cooley noted the final rates are located at <http://encompass.mt.gov/>. FY 2019 biennium budgets can be downloaded from this site as well. Instructions on how to subtotal SITSD budgets by expenditure code are located at <https://sitsd.mt.gov/Governance/Boards-Councils/EITFW>. Agencies who require assistance with their SITSD FY 2019 biennium budgets should contact Ms. Cooley at SCooley@mt.gov.

Action Item: The Office of Finance and Budget (OFB) will provide a presentation regarding rate development at the October 5, 2017 EITFW meeting.

Action Item: CIO Support will place the OFB Rate Development Presentation on the October 5, 2017 EITFW meeting agenda.

Larry Krause commented the rates listed in the service catalogue and live storage differ. Mr. Krause acknowledged the variance is due to rounding and suggested these be edited to reflect the same value.

Ms. Cooley stated the issue of rounding will be addressed in the new billing system.

Matt Van Syckle stated the rounding variance is exacerbated in FY 18 and FY 19 due to decreased storage rates.

Ms. Gunlock commented the tentative rollout date for the new billing system is January 1, 2018. The new rate setting system for 2020-2021 will be rolled out after the new billing system is in place.

Microsoft Enterprise Agreement

Mr. Van Syckle informed the workgroup the Microsoft Enterprise Agreement was finalized. The agreement is cost neutral to agencies with additional costs being absorbed by SITSD for 2018 and 2019. This agreement will

be by user, rather than device. The agreement will include Exchange, SharePoint, and Microsoft Office Suite. Users can add up to five devices. Office 365 (O365) Advanced Threat Protection (ATP) was added to provide additional threat protection for e-mail. The Exchange group will begin implementing ATP in June, 2017. O365 ATP tests e-mails with attachments or links for malware or a virus prior to reaching the state. The coding in Active Directory is changing to determine the licensing that is assigned to user accounts.

Please submit questions regarding Active Directory coding to Jerry Marks jmarks@mt.gov.

Action Item: Linda Kirkland will research the Microsoft Enterprise Agreement to ensure no special provisions are stated dictating home use standards.

Action Item: Ms. Kirkland and Jerry Marks will develop guidance regarding home use once Ms. Kirkland has researched the enterprise agreement provisions.

Voice over Internet Phone (VoIP)

Mr. Van Syckle informed the workgroup the VoIP project will move from Proof of Concept (POC) to formal kickoff the week of June 5, 2017. The first phase of kickoff includes completion of VoIP rollout to SITSD employees, followed by the Department of Administration (DOA), and remaining buildings on the Helena campus. The voice to text feature will not be enabled due to security concerns. An email notification regarding voicemails will be sent but will not include the context of the message. The VoIP project is budget neutral to agencies who choose the 9611-model phone. The 9641-model, with blue tooth connectivity and a large touch screen, will cost an additional \$5 per month per phone. Power upgrades are required for several buildings to facilitate the project rollout. Network Technology Services Bureau (NTSB) will work with agencies and business groups and engage IT staff in each facility to ensure the seamless rollout of phone installations. Training videos will be provided to users to ease this transition. Conference phones will not be included in initial rollout due to specific requirements of each room.

Action Item: NTSB will work with call centers directly to coordinate VoIP rollout.

Action Item: Mr. Van Syckle will present a VoIP project rollout report during the June 7, 2017 Information Technology Managers Council (ITMC) meeting.

Legislative Session Review

Ron Baldwin stated FY 2017 tax revenues are expected to fall below projected amounts. This will likely trigger provisions within Senate Bill 261, resulting in budget cuts across the board. Mr. Baldwin will work with the Budget Director to adjust rates accordingly.

Action Item: Mr. Baldwin will meet with Amy Sassano to address logistics pertaining to restricted appropriations outlined in House Bill 2.

Action Item: Mr. Baldwin will provide a summary of this meeting during the July 6, 2017 EITFW meeting.

Decision Lens

Mr. Baldwin summarized the Decision Lens product as a tool to assess projects and rank them per best value as related to agency and executive strategic priorities. Decision Lens was successfully piloted by SITSD and the Department of Public Health and Human Services (DPHHS) in 2016. This tool takes into consideration financial aspects regarding agency budgetary needs and restrictions. Once several aspects of project criteria are entered, an overview is generated which addresses the cost of the project versus potential return on investment. This provides an overview regarding where agencies should be devoting resources. Decision Lens can also perform scenario testing to identify best fit and track the effects of revised priorities on project rankings. This tool will allow agencies to incorporate the consideration of enterprise and executive level priorities when ranking projects.

The Decision Lens pilot was utilized by SITSD to establish project rankings for House Bill 10 which aligned priorities with the Governor's agenda. Mr. Baldwin stated SITSD is interested in purchasing the Decision Lens tool. A price estimate has been generated to include DPHHS. The Chair of the Legislative Finance Committee (LFC) has requested agencies have the capability to rank projects per established priorities and resources. Decision Lens will provide this capability. Decision Lens will be utilized by SITSD to manage LFC dashboard and by DHPPS to manage their extensive project portfolio. It is not currently being proposed as an enterprise service.

Mr. Fuller stated that DPHHS conducted a 20-project pilot of Decision Lens in 2016 to address management of

their project portfolio. This tool utilized DPHHS's strategic plan to guide project ranking in terms of alignment with strategic initiatives. DPHHS found that the Decision Lens tool increases the ease with which a project's ranking can be presented and explained to project administrators. The purchase of this tool was put on hold, following the completion of the pilot program, due to fiscal concerns. The option to purchase Decision Lens is being reexamined due to the request from the LFC Chair regarding project ranking capabilities. Decision Lens also provides an efficient method which can be applied to rank Executive Planning Process (EPP) items for budget requests.

Ms. Kirkland commented that a master software license agreement with Decision Lens will be composed to include cooperative purchasing language to allow other agencies to purchase this tool. Agencies will work directly with Decision Lens to establish a Statement of Work (SOW) if implementation or training is associated with the use of this tool. Agencies wishing to purchase Decision Lens will establish a Purchase Order (PO) with SHI, utilizing the National Association of State Procurement Officials (NASPO) reseller agreement, to procure Decision Lens. Agencies who wish to purchase the Decision Lens tool will need to establish an ITPR (Information Technology Procurement Request) and will be direct billed for this procurement. All SOWs related to the purchase of Decision Lens may be approved by Mr. Baldwin, as the contract holder. Decision Lens pricing is based on portfolio value, which is determined by portfolio size. Agencies will need to consult with Decision Lens regarding portfolio size to determine what the cost of this tool would be for them. The total cost for SITSD and DPHHS to purchase Decision Lens for one year is \$146,000, with an ongoing cost of \$112,000 for a three-year agreement.

Standing Reports Enterprise Service

Mr. Baldwin stated that, while there are currently no topics for consideration as an enterprise service, this is the appropriate forum for addressing services that members would like to see elevated to an enterprise level.

Mr. Van Syckle informed the workgroup that an additional meeting of the EITFW will be scheduled, prior to the July 6, 2017 meeting, due to changes in catalog items. These changes include a decrease in the cost of Splunk to agencies and other cost neutral changes aimed at improving agency understanding of rates.

Action Item: Proposed SITSD rate changes will be reviewed by the EITFW in the next meeting.

Action Item: Mr. Van Syckle will work with Ms. Gunlock and OFB to determine the date of the next EITFW meeting.

Action Item: CIO Support will schedule the new meeting date and time and communicate this information to the EITFW.

Next Meeting TBD

Adjournment

The meeting adjourned at 1:49 PM.